

2020 APPLICATION GUIDE

This guide identifies what types of projects are eligible and gives you important information on how to complete an application form. Please read the Guidelines in their entirety before beginning your application.

NEED HELP?

If you should have any questions regarding the application process or require assistance developing your project and completing your application form, please contact Krista Etty, Grant Clerk with the Village of Valemount. Krista can be reached by telephone at: 250.566.4435 or by e-mail at grantclerk@valemount.ca.

WHAT IS THIS PROGRAM ABOUT?

The Community Initiatives and Affected Areas Programs (CIP/AAP) are intended to be flexible and incorporate community-based funding decisions. The programs support local projects that provide additional value to Basin communities and that benefit the broad community and public good. Program funds are distributed annually to the Trust's local government partners: the Regional Districts of East Kootenay, Central Kootenay and Kootenay Boundary, the City of Revelstoke, Town of Golden, Village of Valemount, and to our Indigenous partners: ʔaq'am, ʔakisq'nuk, Lower Kootenay (Yaqaṇ nuʔkiy), Tobacco Plains Indian Band (ʔakink'umtasnuqtiʔit) and the Shuswap Indian Band.

The 2020/2021 granting allocation for the Village of Valemount and the Fraser Fort George Regional District Rural Area H is \$523,530.

WHO CAN APPLY?

Eligible applicants include registered organizations that are not-for-profit, first nations, registered schools, and local government. In general, program funds are for meeting community/public needs rather than private needs. Any private sector proposal that comes forward must be sponsored by an eligible organization and must clearly demonstrate community benefits. If sponsored, the proposal and financial report must be submitted by the eligible organization on behalf of the sponsored group.

An organization with an **outstanding or incomplete Project Financial Report** from a previous year is **not eligible** to submit a proposal until the outstanding or incomplete Project Financial Report is submitted to the Village of Valemount.

WHEN IS THE APPLICATION DEADLINE?

The deadline for submission of proposals through the online application process is 12:00 pm on Thursday, February 20, 2020. Late applications will not be accepted.

PROPOSAL CRITERIA

Project proposals must benefit either the Village of Valemount or the Fraser Fort George Regional District Rural Area H.

The *Columbia Basin Trust Act* requires that Trust funding not relieve any level of government of its normal obligations. Program funds should not be used to fund basic infrastructure activities that are normally funded through the government tax base such as roads, sewers, municipal water systems and fire protection. Proposals for small non-profit fire societies or volunteer fire brigades may be considered to be within the spirit of the Program where the fire protection is not provided, primarily funded or operated by government.

Applicants are encouraged to seek funding from other sources to assist with their projects and not to rely solely on Columbia Basin Trust funding.

WHAT TYPES OF PROPOSALS / COSTS ARE NOT ELIGIBLE?

Funds received under this Program can only be used to pay for expenses incurred after the project application has been approved and funding agreement has been signed and returned to the Village of Valemount. Funds cannot be used for expenses incurred after December 31, 2020.

- Retroactive costs (**costs that have been incurred prior to funding approval**) are not eligible.
- Proposals requesting **multi-year funding** will not be considered – if your project is expected to extend beyond December 31, 2020 it must be broken into phases and only the phase ending in December can be considered at this time.

Operational costs are not eligible for funding except as described below. On-going operational costs are those costs which are intended to support staff positions and regular payments expected to be made by the organization to ensure the continuity of its operations. These include costs such as rent payments, utilities, levies, and other contractual obligations.

Exceptions to the guideline include:

- projects to be undertaken by the organization for a designated period of time for no more than 3 years;
- start-up costs for an organization, with a clear plan for on-going support of the operations in the future and that the time frame for the longer term operational funding is outlined in the proposal;
- designated as emergency funding for a period of no more than the given calendar year. An organization applying for emergency funding for ongoing operational costs must: (i) include financial statements from the last three years, (ii) include proof of loss of expected/typical source(s) of funding, (iii) seek an amount of funds no greater than the amount of funds lost from other funding sources (plus inflation), and (iv) include a clear plan and timeframe for seeking/applying for other sources of funding for subsequent years.

If you feel your proposal meets one of the above exceptions, ensure that this is clearly identified in your application and that supporting information is provided.

HOW MUCH CAN I APPLY FOR?

There is no project maximum but note that the overall program budget is limited and there is an expectation that the program not be concentrated on a single project.

HOW DO I APPLY?

Proposals are accepted once per year. Applications are available online. You are encouraged to follow the directions in the *Application Information* section.

If your application includes a power point presentation for the public input night, **you must mail or deliver the USB stick** with the prepared presentation to the Village office within one week following the application deadline.

WHAT IS THE PUBLIC MEETING PROCESS?

The community meeting will be held on March 8, 2020 to present the proposals to the public. Community meeting information will be advertised in the local newspapers and posted on the Village of Valemount website after the application deadline.

Applicants are required to attend the community meeting to provide a brief, oral overview of their proposal and answer questions. The public will then have an opportunity to vote on each proposal. If you are presenting a PowerPoint you must include it on a memory stick within one week of the application deadline.

WHEN WILL A DECISION BE MADE?

Between March 12, 2020 and March 16, 2020, the Village of Valemount Community Initiatives Committee will review and make recommendations on the applications. On March 24, 2019 the Village of Valemount Council will make the final funding decisions. Applicants will then be advised of the Council's decision.

HOW WILL FUNDS BE DISTRIBUTED?

Successful applicants are required to sign an agreement with the Village of Valemount agreeing to the:

- Terms, method and time of payment; and
- Progress and final reporting (see Reporting Requirements).

Where an applicant is sponsoring an unregistered group or private sector proposal, the funds will be paid to the eligible applicant.

WHAT ARE THE REPORTING REQUIREMENTS?

All project funds must be spent as outlined in the approved proposal and the project **must be completed by December 31, 2020**.

All successful proponents are required to, **voluntarily and without reminders**, submit a Project Final Report by January 31, 2021 using the template provided by the Village of Valemount.

A proponent with an outstanding or incomplete Project Final Report is not eligible to submit a proposal in the future until the outstanding or incomplete Project Financial Report is submitted to and approved by the Village of Valemount.

NEED HELP?

If you should have any questions regarding the application process or require assistance developing your project and completing your application form, please contact Krista Ety, Grant Clerk with the Village of Valemount. Krista can be reached by telephone at: 250.566.4435 or by e-mail at grantclerk@valemount.ca.

APPLICATION INFORMATION & INSTRUCTIONS

USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to various programs offered by the Trust. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- When logged in you can only work on one draft application per program. You must submit an application before you can begin another application within that specific program. Submitted applications can be edited up until the deadline. If you want to work on different application to this program at once, please use different worksheets until you are prepared to complete the online application.
- Drafts and submissions can be viewed once you have logged in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **DO NOT CLICK YOUR BROWSERS BACK BUTTON**: your application form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited. Space allotment is identified in each section.
- You have the option to use a worksheet to prepare your application entries and/or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.

COMPLETING THE APPLICATION FORM QUESTIONS

APPLICANT INFORMATION

Registered Applicant/Organization Information

Organization Legal Name

Enter the full legal name of your registered non-profit, public organization, municipality, regional district or Indigenous organization.

Registration Number (if applicable)

Registered non-profits must be in good standing with the BC Registry Services. Enter your number here.

Primary Contact at the Registered Applicant/Organization – if different from above

Identify the person who will be leading the project, or if they are not in place at this time, identify someone in your organization who can be contacted about your project either at the application stage or if your application is successful.

Is the **Registered Applicant/Organization** sponsoring an unregistered organization who will be leading the project? If yes, complete the details below for the **Project Lead/Sponsored Organization**.

If you are sponsoring an ineligible organization, the application must be completed and submitted by the eligible **Registered Applicant/Organization**.

yes no

**the following section will only appear if the applicant indicates yes, above*

Project Lead/Sponsored Organization

This is the lead for the group that is being sponsored.

Organization Mandate

Briefly describe your organization's purpose and mandate. Include the types of projects, programs and services you deliver and your operating budget.

Screening Information

Please indicate your response to the screening questions. These are mandatory to be considered for funding.

The project does not relieve any level of government of its normal obligations.

Check the relevant box and explain if you feel you qualify even when relieving government.

Project Approvals

Check the boxes and answer the questions to provide details about the approval status of your project, if it needs approval.

Partners have been consulted

Check the relevant box.

PROJECT DETAILS

Project Title

Your project title should be brief, descriptive and no longer than five words.

Project Location

You will be asked to select location(s) from a drop down menu which represents applicable Municipalities and Rural Areas, please choose all that are relevant.

Estimated Start & End Date

These dates tell us when the project will take place and identify how long your project will be. Grant funds cannot be allocated to any project expenses before you have received funding approval, so it is recommended that your start date is no earlier than March 30, 2019. The end date should be when you anticipate all expenses will be paid for and final reports are ready, no later than January 31, 2019.

What is the project? What will the project do? How will this be achieved? (220 words)

Provide a brief description of your project and the shorter-term impacts or effects your project aims to achieve. List the services or activities to be developed, delivered or completed.

What issues or opportunities will be addressed? How were they identified? (150 words)

Describe the issues or opportunities that the project will address. How were they identified and who was involved in that identification?

Where will the project take place? (100 words)

Provide a short description of the location your project activities will be taking place.

Who will be involved in implementing the project? (100 words)

Describe the organization(s), staff or consultants, partners or individuals, and their relevant experience and expertise that they are bringing to the project.

Explain why this project is important to your community. Who will benefit from the project? (150 words)

“Community” may refer to a community of interest, specific sector, professional community or a geographic location. With this in mind, explain why this project is important to your community and highlight how it was identified as a priority. Describe how your community will be supporting and/or participating in your project’s development and/or delivery.

How will the project be evaluated and how will you know if it has been successful? (150 words)

Indicate a clear plan for evaluating and reporting on results as they are related to the shorter-term impacts or effects that your project aims to achieve. Include how you will make use of monitoring and evaluation tools.

Describe how your organization is best suited and has the capacity to deliver the project. (150 words).

Describe past successes of your organization as it relates to this project. Projects that have received funding previously should include a summary report of results to date. You can summarize details here and/or include a supporting document for more information.

Is this project a onetime event or a part of a continued initiative? If the project is part of a continued initiative, how will it be sustained through other funds or support? (150 words)

Outline your plan for continuing the project into the future.

WORK PLAN

Fill out the table to tell us how you plan to organize and carry out your project.

Activity

List all activities you plan to complete during the project’s term. Click the **+Add** button to add another row of activities.

Overseen By

Indicate who will be taking the lead on each of the proposed activities. We will want to see that all components of the project are being delivered or managed by someone with relevant experience or expertise.

Start and End Dates

Identify the date that each activity is proposed to begin and end. Any activities that occur before receiving project approval are not eligible for funding.

PROJECT CASH BUDGET

List specific budget items to identify your project's total expenses that you require cash for. Each line item should clearly identify the expenses incurred or items to be purchased.

Round up values to the nearest dollar. In the final column, indicate the amount of funding from the RDEK CIP/AAP you wish to allocate against each budget line. Ensure that items you are allocating to the CIP/AAP budget are eligible for funding, especially if you are considering asking for funding for administration or staff wages which are normally considered operational funds and are ineligible unless an allowable exception applies. Further information on the allowable exceptions can be found in the section *What Types of Proposals / Costs are not Eligible*.

Click the **+Add** button to add another row. Do not include any items that will be provided to the project as in-kind contributions - there is a space to enter these further down.

CASH REVENUE SOURCES

We recommend that your organization seeks cash funding from a variety of sources. Projects that have secured multiple funding sources often demonstrate wide-ranging support and may be prioritized for funding.

The Trust has a directory of grants that may be applicable to your work which can be found in the resource section of the Trust's Non-profit Advisors Program (ourtrust.org/nonprofit).

Source

The first revenue line will auto-populate with your Total Requested from CIP/AAP. In the line below, identify your other sources for cash revenue. This may include sources such as other grants, cash donations, or workshop registration fees. Click the **+Add** button to add another row.

Confirmed (Y/N)

Indicate whether or not the contribution is confirmed at the time you submit the application. If the funder has confirmed that they will be committing resources to your project, you will select *yes*. If you have applied for funding, but have not yet heard back, you will select *no*.

Amount

Indicate the dollar amount you will receive from each cash-funding source. The form will automatically calculate subtotals for you.

Total Project Cash Budget and Total Cash Revenue Budget

These boxes will auto-fill. *Total Project Cash Budget* should equal your *Total Cash Revenue Budget* to show you have enough funds to complete your project. If the numbers are not equal, recheck your entries as the form adds them automatically.

IN-KIND SOURCES & CONTRIBUTIONS

Describe what contributions are being made to the project other than cash. In-kind contributions are goods or services donated to your project from another organization or individual that you would have otherwise had to pay for. Please list in detail each contribution and its estimated value.

PROJECT CASH BUDGET EXAMPLE

This reflects the total cash required to complete the project.

CASH BUDGET ITEM	Total Amount Required	Amount Requested from CIP/AAP
Administrative costs of project	\$3,060	\$500
Project coordinator: 50hrs/month @ \$28/hr for 12 months	\$16,800	\$13,000
Laptop and projector	\$1,500	\$500
Purchase of workshop resources and materials	\$1,000	\$500
Renovation of storage room for office space	\$2,300	\$2,300
Office furniture	\$1,500	\$1,500
Building permits	\$190	
Refreshments for workshops	\$200	\$200
Advertising campaign	\$750	\$500
Project travel expenses: 2000km @ \$0.53/km	\$1,060	\$900
Recognition event for volunteers and project wind-up	\$200	\$100
TOTAL	\$28,560	\$20,000

CASH REVENUE SOURCES EXAMPLE

This reflects who is contributing cash to the project.

CASH REVENUE SOURCES		
Source Name	Confirmed (Y/N)	Amount
<i>CIP/AAP Request</i>	<i>N</i>	\$20,000
ABC Community Services	Y	\$4,000
Community Foundation Grant	Y	\$1,000
Local Credit Union	Y	\$500
Corporate Business	Y	\$2,500
Anticipated workshops revenue	<i>N</i>	\$560
TOTAL CASH REVENUE:		\$28,560

IN-KIND SOURCES & CONTRIBUTIONS EXAMPLE

This reflects who else is contributing donated or discounted goods and services to the project.
(200 words)

Society Executive Director will oversee the project: \$35/hour @ 5 hrs/month for 20 months valued at \$3,500

Local Governments: X, Y and Z are providing workshop space valued at \$2,000

123 Community Partner Society is donating the time of a workshop facilitator valued at \$1,750

SUPPORTING DOCUMENTS

Supporting documents provide additional evidence that the project is viable and important. The following documents are required to complete your application:

1. Letters from project partners and affected stakeholders.
2. The most recent Financial Statements adopted by your Board (signed by your President and Treasurer). The financial statements **must include** your organization's most current **balance sheet and income statement**.
3. A copy of your organization's most recent "Society Annual Report (Form 11)" or equivalent documentation (dated no earlier than one year prior the date on this application). Form 11, and further information, can be found at the following link: <http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/societies/index.page>
4. Board Resolution certifying that this application has been approved by the Board of your organization.
5. A USB containing your PowerPoint presentation for the public input meeting (submitted by mail or in-person to the Village of Valemount see address below). Check the box indicating you are aware of this requirement.
6. Letters of community support (optional)

Before uploading your supporting document, ensure the file name is clear and identifies the content.

File size may not exceed 3MB per document.

Ensure your supporting documents add value to your application. We will look at the strength of the document, not the quantity. List what you are submitting. Click the **+Add** button to add another row. You may upload up to **six (6)** supporting documents.

Before uploading your supporting document, ensure the file name is clear and identifies the content. ***Any and all supporting documents that combined add up to exceed more than 6 pages per application will be deleted.***

File size may not exceed 3MB per document.

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned?

DECLARATION

Read this section, click the box next to I agree, then type in your name and title.